



Architectural Staff Level II

FIRM PROFILE

Stevens & Associates, P.C. (S&A) is an award-winning, dynamic Architecture, Civil and Structural Engineering, Landscape Architecture, and Development consulting firm dedicated to building livable communities through traditional architectural design, historic preservation, and urban design. We are passionate about projects that embrace the fabric of our New England cities and towns through adaptive reuse of old buildings, sensitive design of new buildings, and the creation of pedestrian friendly downtowns. We pride ourselves on being trusted advisors to our clients, focusing on what is important to them, with the goal of not only meeting their needs but exceeding them.

S&A was founded in 1990 as a small Civil Engineering firm with just two members. Since then, we have grown, layering in disciplines to help us better meet the needs of our clients and more seamlessly carry out their projects. In 2013, we added Architecture and in 2014, we created our sister company, M&S Development. In total, we are now a team of 25 professionals who work hard to take smart ideas and turn them into successful, completed projects that add lasting beauty and value to the communities in which they reside.

S&A's offices are in downtown Brattleboro, Vermont, overlooking the Connecticut River. Our team fully embraces the Vermont way of life with unlimited access to outdoor recreation, local food and microbrews, arts and culture— all just steps away from our office door. We are equipped with broadband, making remote working not only possible but a regular practice, as we strive to support our team's work-life balance needs. Our location in Southern Vermont is excellent: we sit at the intersection of Vermont, New Hampshire, and Massachusetts, in the geographic heart of New England, providing convenient access to Bradley International Airport, as well as Amtrak service with connections to NYC, Hartford, and Montreal.

JOB SUMMARY

S&A has a robust pipeline of exciting and varied projects across Vermont and the greater New England region. To support this work, we are recruiting for qualified and experienced Architectural professionals with a passion for design, collaboration, and community to join our growing team of creative, flexible, curious problem-solvers.

This position reports to Project Architects who work under the supervision and direction of the architectural Team Leader. The ideal candidate possesses demonstrated experience in production of construction documentation, coordination of consultant work and regulatory agency requirements, an understanding of how a project moves from conception to delivery, and the ability to proactively navigate and organize that process. The successful applicant will work collaboratively with a project team, identify, and delegate or perform tasks, and coordinate with the design team and consultants to create a coordinated



set of construction documents. This position is also responsible for ongoing design and technical development of projects.

ESSENTIAL FUNCTIONS

- Responsible for production of design deliverables and construction documentation through all phases of the design process, with input from the Project Architect
- Ensure that designs comply with regulatory and code requirements applicable to the project
- Assist Project Architect in developing and meeting project schedule and budget
- Perform reviews of design deliverables and construction documentation, create “Redlines” for production staff, and identify and delegate tasks necessary to move the project and deliverables forward
- Assist Project Architect in organizing and distributing project documents and deliverables through all phases
- Assist the Project Architect in researching materials, finishes, and construction assemblies and gathering necessary information to develop details and specifications
- Assist the Project Architect in Construction Administration tasks including responding to RFI's, resolving problematic field conditions, and issuing sketches, directives and change-orders
- Responsible for ongoing adherence to BIM / Documentation standards and best-practices

REQUIREMENTS / SKILLS

Education and Professional Experience

- BA or MA in Architecture or completion of non-accredited Architecture or Architectural Technology program
- Minimum 6 years of experience focused on production of construction documents
- 4+ years of experience with commercial, institutional, and multi-family housing construction projects

Technical Skills

- Proficient in Revit, Adobe and MS Office (Microsoft Outlook, Word, and Excel)
 - Familiarity with SketchUp, Formit, Rhino, or 3D Studio Max would be a plus
 - Possesses foundational knowledge of MEP, Structural, and Fire Protection systems and demonstrated experience coordinating building systems to integrate effectively with the design
 - Possesses deep knowledge in construction practices, building science, technology, and detailing
 - Possesses deep knowledge in architectural design, production of construction documentation, and the construction administration process
 - Prior knowledge and hands-on experience with the rehabilitation or renovation of aging and/or historic industrial and commercial buildings is desirable
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Personal Skills

- Ability to multi-task, prioritize and maintain organization in a dynamic environment
- Excellent written and verbal communication skills, responsive and timely communicator with team members and clients
- Deep curiosity and creativity, and a drive to solve problems and improve and simplify designs, systems, and processes
- Personal passion for and commitment to the enduring vitality of historic New England buildings and communities
- Professional demeanor and conduct, exercises good judgment and represents the firm with integrity

If you are looking for long-term career growth, professional responsibility, and meaningful employment within a fun, energetic, and diverse organization that values its people tremendously, we hope you will consider joining our team. Please email your cover letter, resume and portfolio (PDF) to: jtoal@stevens-assoc.com

For more information about Stevens & Associates, please visit our websites: www.stevens-assoc.com and www.msdevelopmentllc.com.

S&A offers a competitive salary commensurate with the level of experience, as well as a comprehensive benefits package. Stevens & Associates is a Veteran-owned company and an equal opportunity employer.
